

<p>INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION</p>
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Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST KAMPALA	2. AGENCY STATE	3a. POSITION NO. 100367
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)

☐ b. New Position

☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	POLITICAL ASSISTANT FSN-1605	9		
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title)	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION U.S. EMBASSY KAMPALA	a. First Subdivision POLITICAL OFFICE
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b. Second Subdivision ADMINISTRATIVE OFFICE	c. Third Subdivision N/A
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9. This is a complete and accurate description of the duties and responsibilities of my position.		10. This is a complete and accurate description of the duties and responsibilities of this position.	
Typed Name and Signature of Employee	Date(mm-dd-yy)	Typed Name and Signature of Local Supervisor	Date(mm-dd-yy)

<p>11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.</p>		<p>12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</p>	
<p>_____ Typed Name and Signature of American Supervisor</p>		<p>_____ Date(mm-dd-yy)</p>	
<p>_____ Typed Name and Signature of Human Resources Officer</p>		<p>_____ Date(mm-dd-yy)</p>	

13. BASIC FUNCTION OF POSITION

Incumbent is the Political Assistant for political-military and regional affairs at Embassy Kampala. Incumbent serves at the principle LES supporting reporting responsibilities on complex political-military issues, Uganda's bilateral external relations, regional foreign policy initiatives, terrorism, and regional peace and security. These issues are strategically important to the United States and receive high-level attention from officials in the State Department, Department of Defense, National Security Staff, and White House. As the sole Political LES handling these complex issues, the incumbent must have a detailed understanding of Uganda's military and foreign policy interests in the region and how those interests affect U.S. interests and objectives. The incumbent must have a detailed knowledge of issues related to the East African Community, the African Great Lakes Region, and the Horn of Africa.

Incumbent frequently supports control officers for USG visits by ensuring all scheduling needs are met and providing assistance to American Officers. The incumbent brief s visiting officials on current and political developments and trends, and accompanies them to meetings with host government officials. Frequent visits by U.S. government officials require an attention to detail and ability to multitask when planning multiple visits. Visits also often require work outside office hours to coordinate events and to communicate via Blackberry with American officers on urgent matters or last-minute developments.

The job requires astute judgment, quick decision-making skills and the ability to form thoughtful connections related to domestic and regional politics and key players and trends in the region. The job also requires significantly high diplomatic and communications skills to be able to engage with government and military officials at the highest levels. This job also requires the ability to interact with U.S. officials in Washington on key substantive issues and informational requests, as well as trip planning and visit strategies. The job requires superior writing and communication skills so as to minimize editing by the American supervisors thereby allowing them to focus their time more efficiently.

Incumbent must maintain a wide range of contacts at the highest level inside and outside government including ministers, key army officers, parliamentarians, media, academia, and civil society to facilitate meetings and information gathering for Washington visitors and Embassy Kampala officers. . Incumbent advises American officers on a variety of sensitive political issues and related matters, such as gauging the probable reaction of government officials to U.S. views or proposals. The incumbent also assists the Political Specialist on political and social issues.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Research, Report, and Advise on Somalia, Lord's Resistance Army, and Political Military Issues 20%

Uganda is increasingly carving out a niche as a regional security leader and its relations with its neighbors significantly influence peace and security in the region. The incumbent has reporting and research responsibilities of broad scope, complexity, and sensitivity in the fields of political-military affairs, Uganda's bilateral external relations, regional foreign policy, and other external affairs and reports jointly to the Political Section's Political-Military Officer and the External Affairs Officer. Often at his/her own initiative, the incumbent must gather information, initiate meetings with new and existing contacts, conduct research, and develop extensive contacts on complex military and regional foreign policy-related issues. The incumbent is responsible for monitoring developments within the Ugandan military, including promotions and shake-ups of top military leadership. Due to Uganda's influence as a regional military leader, as well as a key U.S. partner on security issues, the incumbent also drafts cables, memorandum, and official correspondence for the Political Section, Embassy Front Office and Washington. The incumbent also reviews, verifies, and distributes information from a wide range of media sources in English and local languages.

Since 2007, Uganda has been the primary troop contributor to the African Union Mission in Somalia (AMISOM) and currently has approximately 6,700 troops serving in AMISOM. The U.S. government provides significant training and assistance to Ugandan soldiers deployed to AMISOM. As a result, the incumbent maintains regular contact with Ugandan government and military officials as well as the Somali Diaspora community living in Uganda. Due to the wide range of multilateral efforts related to issues in Somalia, the incumbent must also maintain contact with diplomatic, governmental and civil society contacts in Kenya, Ethiopia, Burundi, and other nations. This work requires the incumbent to follow military, political, and social developments in Somalia in order to provide timely reports on strategic issues for the United States.

In 2011, President Obama authorized the deployment of approximately 100 U.S. advisors to assist regional counter-Lord's Resistance Army (LRA) efforts. Many of the U.S. advisors are based in Uganda and the Ugandan military is the primary troop contributor to the counter-LRA mission. The incumbent follows military and humanitarian programs related to the counter-LRA efforts and is Post's primary expert on issues related to the post-LRA reconstruction in northern Uganda where the United States has invested over \$700 million since 2008. The incumbent is responsible for providing up-to-date information on the LRA in response to requests from the highest levels of the U.S. government. The incumbent also assists regular TDY staff working on LRA issues and frequent visits by Congressional delegations and government officials to examine LRA issues.

Research, Report, and Advise on Regional Affairs, the Great Lakes Region, Terrorism, and Security Agencies 20%

The incumbent must possess an understanding of governance and conflict issues in the Great Lakes Region (DRC and Rwanda especially), the East African Community (Kenya, Tanzania, Burundi and Rwanda), South Sudan and Horn of Africa (Somalia especially), the African Union, and the United Nations as well as maintaining contacts with regional bodies (civil society and governmental) working on these issues.

Uganda was the primary supporter of South Sudanese independence and remains heavily engaged in all issues related to South Sudan and Sudan. The incumbent studies and reports on Uganda's relations with South Sudan and Sudan and provides context for policymakers on Uganda's views. The incumbent must use discretion and judgment to maintain regular contact with Ugandan officials and other regional contacts based in Uganda.

In 2010, Al-Shabaab terrorists carried out two bombings in Kampala, which killed 76 people, including one American. In response, Uganda has greatly increased its attention to terrorism and religious extremism, and the U.S. government provides significant assistance for counter-terrorism training and border security. The incumbent must maintain a variety of contacts and be able to make sense of and summarize complex security and legal issues, including the high-profile trials of terror suspects.

Under President Museveni, the Ugandan military and police have made significant reforms, however, allegations of human rights abuses persist. The incumbent is responsible for following and reporting on issues related to human rights abuses and management of the Ugandan military and police. As the police often intervene to halt protests related to domestic grievances, the incumbent must also maintain an understanding of how domestic issues affect the military and police. The incumbent is also responsible for monitoring developments within the Ugandan police and security forces, including promotions and shake-ups of top leadership.

Human Rights, Trafficking in Persons, Child Labor

20 %

The incumbent also serves as the back-up for human rights and democracy issues and is the primary person responsible for covering Trafficking in Persons and Child Labor issues; including researching and drafting the content for the Congressionally-mandated annual reports on trafficking in persons and child labor. The incumbent assists the Political Specialist by monitoring domestic politics, civil society, human rights, democracy and governance. Due to Uganda's religious diversity, complex social and political issues, and poor human rights record, compiling the mandated reports requires an extraordinary amount of organization, effort, professionalism, and tact, and the incumbent must sort through multiple, often contradictory claims in a fair and objective manner. The incumbent must develop and maintain effective working relationships with a wide range of senior government, police, prisons, military, civil society representatives and social media opinion leaders involved in human rights and governance related issues.

Democracy and human rights developments are significant components of the bilateral relationship and these issues receive high-level attention from officials in the State Department, National Security Staff, and White House. Both issues are sensitive, particularly when researching human rights violations allegations against the Ugandan government or military, and require the incumbent to exercise discretion, tact, and keen judgment. Due to the difficult democratic environment, the incumbent must coordinate closely with American officers to report on these complex issues while being conscious of misperceptions by some officials that democracy and human rights issues threaten the sovereignty and stability of the Ugandan government.

Develop and Maintain Contacts

30%

Incumbent must initiate and maintain a broad range of contacts in his/her portfolio at the highest levels, which includes government (members of parliament, senior military officers, and civil servants in key ministries), political parties, diplomatic missions (DRC, Somalia, Rwanda and others), academia, Diaspora communities, civil society and the media. To maintain and expand these contacts, incumbent attends civil society gatherings, important public meetings, legislative sessions and conferences and seminars as well as track social media accounts relevant to his/her portfolio. Drawing on his/her broad base of contacts, the incumbent assists with the selection of candidates for Public Affairs programs.

Incumbent is also responsible for suggesting new contacts with which the Section can engage. He/she helps orient new American officers by introducing them to key political contacts and opinion leaders. Incumbent also develops guest lists for representations events, and advises them on relative importance and experience of state policy makers. Incumbent must therefore keep abreast of domestic and regional events as well as its various actors and trends.

Travel and Operational Responsibilities

10%

The incumbent may travel independently especially in Kampala and the surrounding districts and other parts of Uganda as the need arises, to keep up-to-date on political and social developments of importance to US interests across the board. Through this travel, incumbent keeps the Political Section informed about developments in decentralization, grassroots reach of political parties, human rights issues, communal relations and tensions, political personalities among others.

Incumbent assists in the planning and organizing of visits by state Department officials, Cabinet Secretaries, other Executive Branch officials and Congressional Delegations. Although this is done under the supervision of American officers; the incumbent plays a role not only in logistical arrangements but also in suggesting site visits, tours and meetings with key Ugandan personalities. Incumbent arranges meetings with key political contacts ensuring that American officers and official visitors are able to gather comprehensive information and take full advantage of the visit. S/he recommends approaches to be taken by American principals in the meetings and prepares background and biographic material. Incumbent assists Protocol and Front Office as required.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Completion of a university degree in political science, political economy, economics, history, journalism and human rights is required.

b. Prior Work Experience

Five years experience in foreign policy, political, social development, academia or journalism.

c. Post Entry Training

Training courses, seminars, and on-line training on political reporting, analysis, and report writing, such as FSI training for political and economic officers.

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level IV fluent English in speaking, reading and writing required. Level III local language skills also required

e. Knowledge

Thorough knowledge of the host country's political, economic, social structure and regional security environment. Must have a comprehensive understanding of U.S. foreign policy, U.S. interests in Uganda, and U.S. development assistance to Uganda.

f. Skills and Abilities

Highly advanced interpersonal, analytical, communication, planning and organizational skills. Ability to develop and maintain an extensive range of high-level contacts within the host country government, local political parties, security forces, local NGOs and civil society. Must also be able to plan, organize and execute complex research projects and prepare precise, accurate and factual analytical reports often on sensitive topics that require a high degree of personal courage given prevailing political circumstances in Uganda.

16. POSITION ELEMENTS

a. Supervision Received

The incumbent reports to the Deputy Political and Economic Counselor through the Senior Political/Economic Specialist.

b. Available Guidelines

Oral instructions from American supervisors and LES supervisor.

c. Exercise of Judgment

Incumbent must provide expert judgment on political and security issues. Independently analyzes political and security developments and forecasts future trends.. Must also exercise acute judgment in relation to documenting potentially sensitive human rights abuses within the country.

d. Authority to Make Commitments

None.

e. Nature, Level and Purpose of Contacts

High level contacts with host government, U.S. Mission, civil society, political party, and foreign mission personnel. Must be able to convey U.S. positions on a range of issues regarding Uganda.

f. Supervision Exercised

None

g. Time Required to Perform Full Range of Duties after Entry into the Position

52 weeks

